

## Document Control and Approval

<b>Policy &amp; Procedure</b>	Health and Safety Policy
<b>Policy Area</b>	Health & Safety
<b>Version Number</b>	05
<b>Approving Committee</b>	Board of Management & SLT
<b>Date of Approval</b>	15 Dec 2025
<b>Applies To</b>	Employees, agency/temporary workers, apprentices, students, contractors, volunteers, and visitors
<b>Date of Equality Impact Assessment</b>	18 September 2025
<b>Date of Review</b>	December 2026
<b>Responsible Manager</b>	Director Organisational Development & HR

## History of Amendments

Date	Version/Pages/Sections Affected	Summary of changes
September 2025	All pages	New Policy layout, content, and Statement updated.
March 2020	Approved	No changes
February 2020	Equality Impact Statement	Updated to reflect organisational changes
March 2017	Reviewed	No changes

### Equality Statement

West College Scotland values equality and is committed to ensuring that health, safety, and wellbeing arrangements protect all individuals fairly.

We will provide equal opportunities and make reasonable adjustments where required, ensuring that no one is disadvantaged on the basis of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or marriage and civil partnership.

Specific measures will be taken to meet the needs of those who require additional support, such as Personal Emergency Evacuation Plans (PEEPs), individual risk assessments, or occupational health referrals.

Please note this document is available in other formats, to request another format please email : [healthandsafety@wcs.ac.uk](mailto:healthandsafety@wcs.ac.uk)

## Contents

Health and Safety Policy Statement.....	4
1. Purpose and Scope.....	6
2. Organisation and Responsibilities .....	7
3. Training and Competence .....	16
4. Monitoring, Review, and Audit .....	17
5. Communication and Consultation .....	18
6. Policy Review.....	20
7. Detailed Arrangements .....	21
8. Key Legislation and Guidance .....	23

## **Health and Safety Policy Statement**

West College Scotland shall, so far as is reasonably practicable, ensure the health, safety and welfare of employees and the health and safety of students, apprentices, contractors, visitors and others affected by our activities. The College will meet at least all relevant statutory requirements, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and will pursue continual improvement through its health and safety management system.

To achieve this, the College will:

- Identify and control risk to prevent injury and ill health.
- Provide safe and healthy working and learning environments.
- Ensure access to competent health and safety advice.
- Resource appropriate training, information, instruction and supervision.
- Consult and involve staff and their representatives on health and safety matters.
- Monitor, audit and review performance in line with the Plan -Do - Check - Act cycle, aligned to ISO 45001 and HSG65.


The College will set and maintain a positive health and safety culture, characterised by:

- Visible leadership and clear accountability.
- Open reporting without fear of detriment.
- Learning from incidents and near misses.
- Authority for any person to stop work where conditions are unsafe.

The Board of Management holds overall responsibility for health and safety. The Principal and Chief Executive is accountable for ensuring this Policy is implemented across the College. The Senior Leadership Team and managers will provide visible leadership, set standards, and integrate health and safety into planning, decision-making and day-to-day operations. Every member of our College community must take reasonable care for their own health and safety and that of others and co-operate with these arrangements.

As Principal and Chief Executive, I accept overall responsibility for ensuring this Policy is put into practice. I am personally committed to leading by example and to creating an environment where health, safety, and well-being are embedded into everything we do.

Together, by working safely and responsibly, we will create a learning and working environment where our staff, students, and partners can thrive. By protecting people and valuing wellbeing, we support our ambition to deliver excellent education, transform lives, and contribute to the success of our communities.

Signed:  \_\_\_\_\_

Date: 15 December 2025

*Principal and Chief Executive*

Signed:  \_\_\_\_\_

Date: 15 December 2025

*On behalf of Board of Management*

This Policy will be reviewed annually, or sooner where significant changes in legislation, organisation or operations require.

## 1. Purpose and Scope

This Policy applies to all West College Scotland activities and premises, including College-owned or leased buildings, grounds, vehicles and any location where College work, teaching, learning or events take place. It covers employees, agency/temporary workers, apprentices, students, board members, contractors, volunteers, visitors and others who may be affected by College activities. It applies on campus, off-site and on third-party premises, including placements, trips/visits, outreach, community events and home/remote work undertaken for College purposes.

In shared or host premises, College staff, students and apprentices will comply with host rules and the College will co-operate and co-ordinate arrangements with the duty-holder. Any conflict should be referred to the Director of Organisational Development & HR (or the delegated Head of Organisational Development & HR) for resolution. Contractors must comply with College rules, including induction and permit-to-work.

Out of scope: Personal activities unrelated to College work or study, and contractors' internal arrangements not involving the College (noting our duty to verify competence and co-ordinate where works affects us).

### 1.2 Legal Basis

This Policy is made under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 and is supported by other applicable legislation and HSE guidance. Topic specific duties appear in Section 7 (Arrangements).

### 1.3 Management system (PDCA).

The College operates its health and safety management system on a **Plan - Do - Check - Act** basis in alignment with the principles of ISO 45001/HSG65): we plan and resource controls and do so by implementing safe people, equipment, processes and environments, check through monitoring, records, inspection and audit, and act via management review and continual improvement. Procedural detail is set out in the document *Management of Health & Safety*.

## 1.4 Organisation Chart

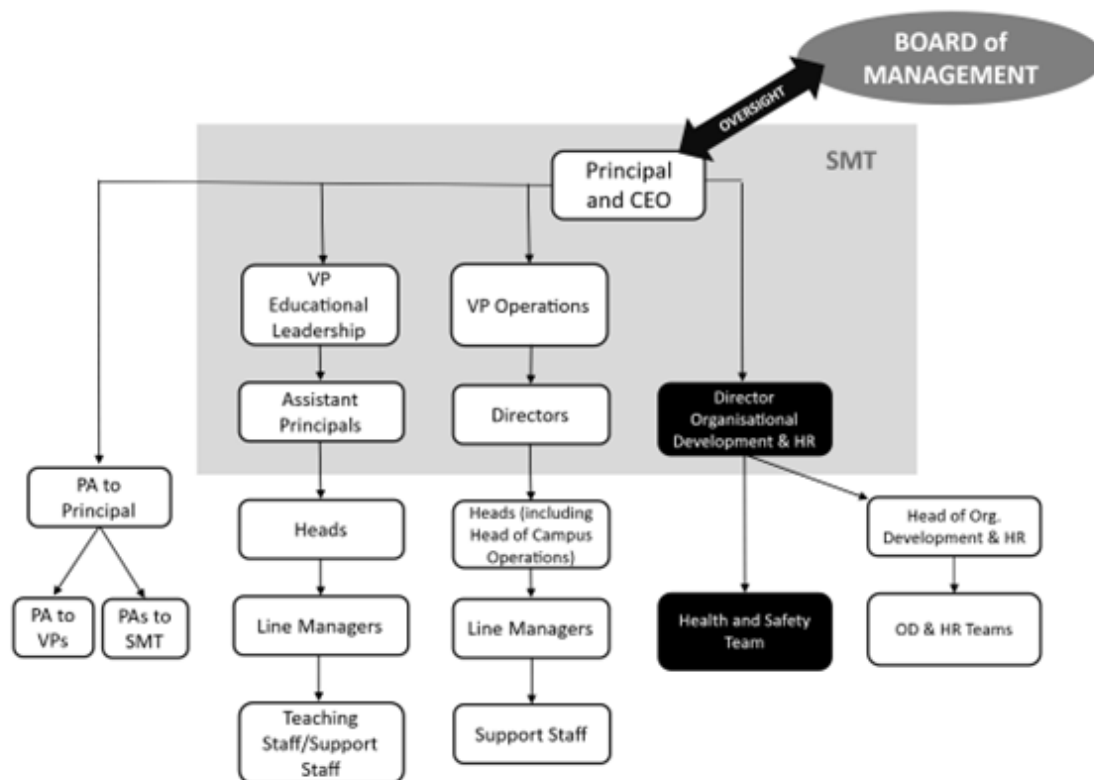


Figure 1: Organisation Chart (see Section 2.3 for detailed responsibilities)

## 2. Organisation and Responsibilities

### 2.1 General

All those identified in the *Scope* section have a duty to safeguard their own health and safety and that of others who may be affected by their acts or omissions. Effective management of health and safety requires clear organisational arrangements and specific responsibilities, which are set out in this section.

For the avoidance of doubt, overall responsibility sits with the Board of Management, and accountability for implementation sits with the Principal and Chief Executive, supported by the Senior Leadership Team and managers at all levels.

## **2.2 Organisation**

The core of West College Scotland's organisational arrangements for managing health and safety is the Health & Safety Team, which operates within the Directorate of Organisational Development & HR.

### **2.2.1 Health and safety Team**

The Director of Organisational Development and HR have overall responsibility for the Health and Safety Team, which comprises:

- Senior Health & Safety Advisor
- Health & Safety Advisor
- Administrative Assistant (0.5 FTE)

The Team operates within the Directorate of Organisational Development & HR. The Head of Organisational Development & HR oversees day-to-day coordination.

Function:

- Provide competent advice and maintain College health and safety policies and procedures.
- Lead the College's risk assessment framework (advise, quality assure and undertake specialist assessments where required).
- Coordinate training and assurance activity, including workplace inspections.
- Support incident response and investigation and manage statutory reporting (e.g. RIDDOR).
- Advise on topic specific risks (e.g. fire safety, COSHH, PPE, safe systems of work).
- Coordinate health surveillance with the College's provider.
- Manage first aid arrangements (needs assessment, first aider provision/training, equipment/AEDs, and records).

### **2.2.2 Organisational Health & Safety Committee (governance and consultation)**

The Organisational Health & Safety Committee is the College's primary forum for strategic oversight and formal consultation under the Safety Representatives and Safety Committees Regulations 1977. It is chaired by the Director of Organisational Development & HR.

Membership includes Trade Union Health & Safety Representatives, Senior Leadership Team



representatives, the Health & Safety Team, Wellbeing, the Head of Campus Operations, the Head of Organisational Development & HR, and the President of the Students' Association. Meetings are held online to maximise participation across all campuses.

Remit: The Committee is responsible for reviewing performance, including RIDDOR, incidents and investigations, risk and compliance, policy and procedure changes, audit findings, and health surveillance summaries. It also agrees on actions, tracks their completion, and escalates significant risks to the Senior Leadership Team or Board when necessary.

Local issue management: day-to-day campus issues are raised and tracked on the designated Teams page(s) for local resolution. Matters that cannot be resolved locally, or that have cross-campus/strategic implications, are escalated to the Committee.

Where proposed arrangements may affect terms and conditions, consultation may also take place through the Local Joint Consultation and Negotiation Committee (LJCNC).

### **2.2.3 Access to Competent Advice and Manager Competence**

The College maintains access to competent advice by appointing suitably qualified and experienced health and safety professionals and ensuring that managers receive appropriate training and support for their roles. Managers must not delegate health and safety duties unless satisfied that the person is competent and adequately supervised.

### **2.2.4 Occupational Health Provision**

The Health & Safety and HR Teams within the OD and HR Directorate coordinate access to Occupational Health for pre-employment/fitness screening, statutory health surveillance, and case management where identified by risk assessment or role requirements.

## **2.3 Responsibilities**

### **2.3.1 Board of Management**

The Board provides oversight for health and safety and holds the Principal and Chief Executive, and the Senior Leadership Team, to account for statutory compliance and continual improvement. The Board shall:

- Approve the Health and Safety Policy and ensure suitable arrangements and resources are in place to discharge duties under the Health and Safety at Work etc. Act 1974 and associated regulations.
- Appoint the Principal and Chief Executive as the accountable officer for implementation, with clear lines of delegation and assurance.
- Scrutinise regular reports on performance, incidents (including RIDDOR), audits and significant risks, and seek assurance that corrective actions are completed.
- Ensure access to competent advice and the effectiveness of the Organisational Health & Safety Committee.
- Promote a positive safety culture through visible leadership and engagement.

### **2.3.2 Principal and Chief Executive**

Accountable for health and safety across the College, ensuring statutory compliance and protecting staff, students, apprentices, contractors, visitors and others during College activities on campus, off-site, and on third-party premises.

Responsibilities include:

- Ensuring the policy and arrangements are reviewed, communicated, and updated as necessary.
- Monitoring corporate health and safety performance.
- Allocating adequate resources.
- Promoting a positive safety culture by example.
- Ensuring that arrangements are proportionate to the College's size and activity.
- Maintaining a clear accountability structure.

### **2.3.3 Vice Principals**

Vice Principals are responsible for implementing this policy within their areas of control.

Their duties include:

- Giving health and safety equal priority with other business considerations.
- Identifying risks and ensuring suitable arrangements are in place.
- Coordinating health and safety responsibilities with peers to avoid overlap or gaps.
- Acting on behalf of the Principal/CEO or Director of OD/HR in their absence.

- Ensuring staff within their remit understand their health and safety duties and are trained and competent.

### **2.3.4 Assistant Principals and Directors**

Assistant Principals and Directors provide strategic leadership across their sectors and ensure that health and safety is embedded into the College's planning, decision-making and governance. Their responsibilities include:

- Championing a positive health and safety culture across their areas.
- Ensuring health and safety is considered in strategic plans, budgets and resourcing.
- Supporting Heads of Sector in fulfilling their operational health and safety responsibilities.
- Participating in the Organisational Health & Safety Committee and other governance forums.

### **2.3.5 Director of Organisational Development & HR**

Provides operational leadership for health and safety and oversees central arrangements.

They will:

- Lead the central Health & Safety function and provide competent advice and chair the Organisational Health & Safety Committee (meets online).
- Liaise with enforcing authorities (e.g. HSE, Scottish Fire & Rescue Service (SFRS), Local Authority), coordinate inspections/visits and ensure timely closure of any notices or recommendations.
- Maintain the policy and procedure framework (including document control and accessibility) and ensure ongoing access to competent advice.
- Oversee statutory reporting and investigations by ensuring that investigations are proportionate and timely, RIDDOR submissions are completed, incident data quality is maintained, and statutory inspections and registers are verified. This includes areas such as lifting equipment, local exhaust ventilation (LEV), electrical systems, gas installations, and water hygiene.
- Lead the training strategy (induction, refreshers, role-specific), ensure manager competence (e.g. IOSH Managing Safely or equivalent), and monitor compliance.

- Provide regular performance reporting and KPIs to the Senior Leadership Team and Board (incidents incl. RIDDOR, trends, training, inspections, significant risks).
- Set College standards for contractor management and permit-to-work and ensure alignment for off-site/third-party activities, working with the Head of Campus Operations/Estates.
- Ensure emergency preparedness frameworks (fire safety, first aid, PEEPs) are current, effective and tested.
- Own core safety systems and data quality (e.g. incident reporting and risk-assessment platforms).
- Escalate significant risks and material resourcing gaps to the Principal/Chief Executive and, where appropriate, to the Board.

### **2.3.6 Head of Campus Operations**

The Head of Campus Operations is responsible for ensuring the estate is safe, compliant, and fit for use. The role manages and oversees the delivery of estates functions and projects, using competent staff and approved contractors. Responsibilities include:

- Conduct statutory testing and inspections (e.g. electrical, gas, pressure systems, lifts, emergency lighting, fixed wiring) and maintain accurate, accessible records.
- Maintain fire detection and alarm systems, fire doors, and escape routes, ensure fire logbooks are up to date, evacuation drills are conducted, and fire risk assessment (FRA) actions are completed.
- Manage the asbestos register and control access to ACMs. Ensure surveys, monitoring, and licensed removals are arranged, with permits issued as required.
- Maintain water hygiene by ensuring monitoring, flushing and sampling are completed in line with ACoP L8. Oversee recording of results and remedial actions.
- Ensure contractors are pre-qualified for competence and insurance (e.g. SSIP), and oversee their inductions, permits to work, and supervision throughout the duration of works.
- Act as the College's Client representative under CDM 2015, ensuring competent Principal Designer (PD) and Principal Contractor (PC) are appointed, reviewing PCI, CPP and RAMS,

and managing programme, design risk, temporary works and scope changes to maintain safety.

- Ensure systems are commissioned, O&M manuals and as-built drawings are secured, asset records are updated, the Health & Safety file is maintained, defects are resolved, and relevant training and warranties are in place.
- Arrange general and hazardous waste uplift and manage duty-of-care documentation.
- Lead the estates response to incidents by taking immediate safety actions and escalating significant risks to the Director of Organisational Development & HR and the Senior Leadership Team as required.
- Provide reports and KPIs on estates compliance and risks, liaise with enforcing authorities (e.g. SFRS) in collaboration with the Director OD&HR, and support both internal and external audits and inspections.

#### **2.3.7 Director of Finance**

Ensures the College has the financial arrangements and insurance cover to meet its health and safety duties.

They will:

- Maintain appropriate insurance cover (e.g. Employers' Liability, Public Liability, Motor, Property/Engineering) and keep certificates accessible.
- Provide budgets and timely funding for statutory inspections, remedial works, training, Occupational Health, PPE and other risk controls, and address urgent shortfalls promptly.
- Embed H&S requirements in procurement and contract terms (e.g. contractor insurance/indemnities), working with Head of Campus Operations and Director OD&HR.
- Manage insurance claims and liaise with insurers/loss adjusters and capture lessons to reduce future risk and cost.
- Ensure on-time payment/renewal of compliance-critical contracts and services to prevent lapses.
- Report H&S-related financial risks and KPIs to the Senior Leadership Team/Board and escalate material resourcing gaps.

### **2.3.8 Heads of Sector**

Heads of Sector provide visible leadership within their portfolios, implementing this Policy and ensuring statutory compliance. Their responsibilities include:

- Ensuring suitable and sufficient risk assessments and safe systems of work are in place.
- Ensuring staff competence through appropriate training and supervision.
- Overseeing completion of inspections and closure of actions.
- Managing effective controls for PPE, COSHH and equipment.
- Engaging with Health & Safety Advisors for competent advice, risk assessment quality-assurance, support with investigations and RIDDOR reporting.
- Liaising with enforcing authorities where required.
- Ensuring Curriculum Quality Leaders (CQLs) and Support Staff Managers implement local risk assessments and procedures, brief and supervise staff, students, and apprentices in higher-risk activities, and ensure mandatory training completion.

### **2.3.9 Curriculum Quality Leaders (CQLs) and Managers**

CQLs and Managers ensure that health and safety arrangements are delivered day to day within their teams. They are responsible for:

- Keeping local risk registers and ensuring risk assessments are implemented.
- Coordinating training and health surveillance and maintaining occupational risk registers.
- Briefing and supervising staff, students and apprentices on safe systems of work, PPE and COSHH.
- Monitoring local work areas and reporting hazards, incidents and near misses via Smartlog.
- Supporting staff and students with additional needs or health conditions.
- Ensuring health and safety is built into trips, placements and visits in line with College procedures.
- Providing assurance and updates to Heads of Sector.

### **2.3.10 Trade Union Health and Safety Representatives**

Staff appointed under the Safety Representatives and Safety Committees Regulations 1977 shall:

- Assist with the promotion of safe working practices.
- Familiarise themselves fully with the Health and Safety Policy and arrangements.
- Liaise with managers and the College Health and Safety Team in accident investigations and safety inspections.
- Attend the Organisational Health and Safety Committee, take part in proceedings, representing their members and presenting to them information gathered from the meeting, as appropriate.

#### **2.3.11 All Staff**

All staff must take reasonable care of their own health and safety, as well as the safety of others. They are expected to follow College policies, procedures, risk assessments, and safe systems of work. Staff must use equipment and personal protective equipment (PPE) correctly and only carry out tasks for which they are trained and competent. They should complete mandatory training and attend any required health surveillance appointments.

Staff must report hazards, defects, near misses, and incidents promptly. If conditions are unsafe, they should stop work, make the area safe, and seek advice. Cooperation with inspections and investigations is essential. Good housekeeping must be maintained at all times. Staff must not interfere with or misuse anything provided for safety and must follow emergency procedures whether on campus, off-site, or at third-party premises.

#### **2.3.12 Students, School Pupils and Apprentices**

Students, school pupils and apprentices must follow College rules, attend induction briefings, and follow staff instructions. They are expected to use equipment and personal protective equipment (PPE) as directed and must not misuse any safety equipment. Hazards, concerns and incidents should be reported promptly.

Students must disclose any medical needs or conditions, such as allergies, so that appropriate adjustments can be made. These may include Personal Emergency Evacuation Plans (PEEPs) or individual risk assessments. When participating in placements, visits or other off-site or third-party activities, they must comply with host rules and supervision.

### **3. Training and Competence**

West College Scotland recognises that competent and informed staff and students are critical to maintaining a safe learning and working environment. The College is committed to ensuring that all individuals have the knowledge, skills, and support required to carry out their duties safely.

#### **3.1 Staff Training**

All staff will receive appropriate health and safety training in accordance with their roles and responsibilities. This includes:

- **Induction Training:**  
All new staff, including temporary and agency staff, must complete mandatory health and safety induction training. This introduces the College's policies, emergency procedures, risk awareness, and key contacts.
- **Role-Specific Training:**  
Staff with responsibilities (e.g. first aiders, fire wardens, line managers, technicians, etc.) will receive additional training relevant to their function.
- **Refresher Training:**  
Periodic refresher training will be provided to maintain competence, particularly where legislation, procedures, or risk profiles change.
- **Specialist Training:**  
Where specialist risks exist (e.g. working at height, COSHH, manual handling, DSE), relevant training is delivered to ensure legal compliance and safe practice.

Training needs are identified through risk assessments, job descriptions, and appraisal processes. Line managers are responsible for ensuring that training is completed and up to date within their teams, with support and monitoring provided by the Health and Safety Team.

#### **3.2 Student Information and Instruction**

The College ensures that students are adequately informed about health and safety, particularly in relation to:

- Emergency procedures (fire evacuation, first aid)



- Conduct expectations in workshops, labs, and other high-risk areas
- Safe use of equipment and materials
- Reporting of accidents, incidents, or concerns

This information is typically delivered during student induction, course-specific briefings, and practical demonstrations.

Where students undertake off-site activities (e.g. placements, field trips), the organising staff member must ensure appropriate health and safety guidance is provided and followed.

### **3.3 Competency Assurance**

The College follows the principle that no person should undertake a task unless they are competent to do so or are under appropriate supervision. Competence is defined as a combination of knowledge, experience, training, and judgement.

Managers must not delegate health and safety duties unless they are satisfied that the person is competent and supported in the task. Records of completed training are maintained centrally to support compliance and audit.

## **4. Monitoring, Review, and Audit**

West College Scotland is committed to continually improving its health and safety performance through effective monitoring and periodic review of its arrangements.

Monitoring ensures that control measures are working effectively, legal obligations are being met, and a positive safety culture is maintained.

### **4.1 Monitoring**

Ongoing monitoring activities include:

- Incident Reporting and Investigation:  
All reported accidents, near misses, and dangerous occurrences are reviewed by the Health and Safety Team. Where necessary, investigations are conducted to determine root causes and implement corrective actions.
- Workplace Inspections:  
Routine inspections are carried out by staff, health and safety representatives, and the

Health and Safety Team to check for hazards, ensure compliance, and follow up on previous actions.

- **Training Compliance Checks:**

Completion of mandatory training is monitored to ensure that staff and students remain competent for their roles.

- **Committee Oversight:**

The Organisational Health and Safety Committee reviews health and safety performance, incident trends, and risk management practices. Recommendations for improvement are fed into action plans and communicated across the College.

## **4.2 Review**

The Health and Safety Policy and associated arrangements are reviewed:

- Annually, or
- Following any significant change to legislation, organisational structure, operations, or following an incident or audit finding.

This ensures that the policy remains current, effective, and aligned with best practice. The Health and Safety Team leads this review process, in consultation with key stakeholders.

## **4.3 Audit**

The College will maintain a risk-based internal audit plan for health and safety. Audits are scheduled based on risk and materiality, supplemented by targeted reviews when concerns arise. Findings and action plans are reviewed by the Organisational Health and Safety Committee and reported to the Senior Leadership Team and Board as part of regular governance. External audits and insurer/statutory examinations complement internal assurance.

## **5. Communication and Consultation**

West College Scotland recognises that effective communication and meaningful consultation with staff and students are essential components of a positive health and safety culture.

Open dialogue ensures that individuals are informed, involved, and empowered to contribute to maintaining a safe and healthy environment.

## **5.1 Communication**

Health and safety information is communicated through a range of channels to ensure accessibility and clarity, including:

- Staff and student induction sessions
- Team meetings and line management briefings
- Digital platforms, including the Health and Safety intranet page
- Targeted emails and bulletins on urgent or significant matters
- Signage and noticeboards in relevant areas

The Health and Safety Team is available to provide advice, clarification, or additional guidance where needed.

## **5.2 Staff Consultation**

West College Scotland is committed to consulting staff on health and safety matters that may affect them, in line with the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

### **5.2.1 Organisational Health & Safety Committee**

Staff consultation on health and safety is undertaken primarily through the Organisational Health & Safety Committee described at section 2.2.2. TU Health & Safety Representatives and the Students' Association President participate. Local consultation occurs via line-management briefings and Teams channels. Where proposals may affect terms and conditions, consultation may also be undertaken through the JCNC.

## **5.3 Student Consultation**

The College ensures that students also have a voice in health and safety matters.

- The Student's Association represents the student body and plays an active role in consultation. The President of the Student's Association is invited to sit on the Health and Safety Committee and contribute to discussions and decision-making.
- At class level, student representatives are encouraged to raise any health and safety concerns directly with their Curriculum Quality Leader or via a Student's Association office bearer, who can escalate issues as needed.

#### **5.4 How Staff Can Raise Health and Safety Concerns**

Staff must report hazards, defects, near-misses and incidents promptly via the College incident system and to their line manager (e.g. Supervisor, Team Leader, Curriculum Quality Leader), in line with responsibilities at 2.3.11. Unresolved matters should be escalated to the relevant Head and, if required, to the appropriate Director/Assistant Principal. Issues that are cross-campus or organisational in nature should be logged on the designated Teams channel for local tracking and, where needed, escalated through the process set out at 2.2.2. The Health & Safety Team is available for advice and will coordinate proportionate follow-up where appropriate. All concerns will be treated seriously and responded to in a timely and proportionate manner.

### **6. Policy Review**

West College Scotland is committed to ensuring that this Health and Safety Policy remain current, effective, and aligned with relevant legislation and best practice.

This policy will be:

- Formally reviewed on an annual basis by the Health and Safety Team, in consultation with relevant stakeholders.
- Updated in response to significant changes in legislation, guidance, or regulation, organisational restructuring or operational changes, findings from internal or external audits, or serious incidents and emerging risks.

Proposed amendments will be submitted to the Organisational Health and Safety Committee for consultation and thereafter approved through the College's normal governance process.

The most current version of this policy will be made available via the College intranet.

## 7. Detailed Arrangements

West College Scotland is committed to arrangements that are proportionate to risk and support our legal and moral duty to protect people affected by our activities. These arrangements aim to turn policy into practice across all campuses, off-site work and third-party premises.

The detailed arrangements for implementing the health and safety management system are delivered through a series of procedural guidance documents. These live documents will act as an extension of this policy and the contents treated in the same manner as the contents of this policy. All procedural guidance and administrative documents can be found on the [Health and Safety Portal](#).

Ref	Document	Description
WCS-HS-01	<a href="#">Accident and Incident Reporting</a>	<a href="#">Guidelines for reporting, recording, and investigating workplace accidents, near misses, and incidents.</a>
WCS-HS-02	<a href="#">Alcohol, Drugs and Substance Misuse</a>	Procedures for managing and preventing alcohol or drug misuse in the workplace.
WCS-E-03	<a href="#">Asbestos</a>	<a href="#">Procedures for identifying, managing, and controlling asbestos-containing materials in line with legal obligations. (Estates control doc)</a>
WCS-E-04	<a href="#">CDM</a>	<a href="#">Procedures for compliance with CDM Regulations, including roles, responsibilities, and project risk management. (Estates control doc)</a>
WCS-E-05	<a href="#">Contractors</a>	<a href="#">Requirements and procedures for managing health and safety compliance of contractors working on-site. (Estates control doc)</a>
WCS-HS-06	<a href="#">Control of Substances Hazardous to Health (COSHH)</a>	Procedures for assessing, controlling, and monitoring exposure to hazardous substances.
WCS-HS-07	<a href="#">Display Screen Equipment (DSE)</a>	Guidance on safe workstation setup and assessments to reduce the risk of strain or injury from DSE use.
WCS-HS-08	<a href="#">Driving at Work (Including College Vehicles and Plant Equipment)</a>	Procedures for safe driving, vehicle maintenance, and the use of plant and college vehicles.
WCS-HS-09	<a href="#">Educational Visits and Field Trips Procedure</a>	Risk assessment and planning requirements for safe educational visits and field trips.
WCS-E-10	<a href="#">Electrical</a>	Procedures for maintaining safe electrical systems, including inspection, testing, and safe working practices. (Estates control doc)

WCS-E-11	<a href="#">Estates Management and Maintenance</a>	Responsibilities and procedures for maintaining a safe physical environment and facilities. <u>(Estates control doc)</u>
WCS-HS-12	<a href="#">Evacuation and Emergency-</a> <a href="#">Paisley Evac Plan</a> <a href="#">Waterfront Evac Plan</a> <a href="#">Greenock Evac Plan</a> <a href="#">Clydebank Evac Plan</a>	Procedures for emergency evacuation and roles of designated emergency staff (first aiders, fire wardens) across all campuses.
WCS-HS-13	<a href="#">Fire safety</a>	<u>Fire prevention measures, emergency evacuation procedures, and fire warden responsibilities.</u>
WCS-HS-14	<a href="#">First Aid</a>	<u>Procedures for providing first aid in the workplace, including responsibilities of appointed first aiders and equipment requirements.</u>
WCS-HS-15	<a href="#">Health Surveillance</a>	Procedures for monitoring employees' health where work involves potential exposure to health risks.
WCS-E-16	<a href="#">Legionella</a>	The legal requirements for water management and the Legionella management plan- (Estates control doc)
WCS-HS-17	<a href="#">Lone Working</a>	Procedures and controls for ensuring the safety of employees working alone or in isolation.
WCS-HS-18	<a href="#">Manual Handling (All Staff)</a>	Safe systems of work for lifting, carrying, and moving loads to prevent injury.
WCS-HS-19	<a href="#">New &amp; Expectant Mothers</a>	Assessment and control measures to protect the health and safety of new and expectant mothers at work.
WCS-HS-20	<a href="#">Noise</a>	The legal requirements of controlling noise hazards and noise assessment procedures
WCS-HS-21	<a href="#">Personal Protective Equipment</a>	Requirements for selecting, providing, maintaining, and using appropriate PPE.
WCS-HS-22	<a href="#">Risk Assessments</a>	<u>Procedures for identifying, evaluating, and controlling risks to ensure a safe working environment.</u>
WCS-HS-23	<a href="#">Smoking and Vaping</a>	Policy and controls for smoking and vaping in compliance with health legislation.
WCS-HS-24	<a href="#">Stress and Wellbeing</a>	Support measures, reporting procedures, and resources to promote mental health and wellbeing at work.
WCS-HS-25	<a href="#">Vibration</a>	Legal requirements and procedures for assessing and controlling exposure to noise hazards.
WCS-HS-26	<a href="#">Work Placement - Student</a>	Procedures for assessing and managing health and safety during student work placements.

(HS- Health and Safety Document E-Estates Document)

## **8. Key Legislation and Guidance**

This Policy is underpinned by, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Work at Height Regulations 2005
- Health and Safety (First Aid) Regulations 1981
- Safety Representatives and Safety Committees Regulations 1977
- Equality Act 2010
- Relevant HSE Approved Codes of Practice and Guidance